



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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3BC

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STATION ORDER 2010.1

From: Commanding Officer, Marine Corps Air Station Yuma, AZ
To: Distribution List

Subj: APPROPRIATE USE OF GOVERNMENT COMPUTERS

Ref: (a) IRM 5239-08 Computer Security Procedures (NOTAL)
(b) IRAM 5239-10 Small Computer Systems Security (NOTAL)
(c) MARADMIN 162/00
(d) MARADMIN 541/99
(e) OSD Memo 970718
(f) Information Assurance Publication-5239-01

1. Purpose. To establish authorized access to the Internet in support of mission critical needs. This Order is intended to compliment and underscore the guidance set forth in references (a) through (f).

2. Background. The Marine Corps is in the midst of what is commonly called the information explosion. Central to the Marine Corps involvement in this is the rapid and continued growth of the Marine Corps Enterprise Network (MCEN). One of the empowering features of the MCEN is the accessibility of the Internet and its virtually unlimited information resources and services. Even though the information is available, we must all face the reality that our network infrastructure is limited in its capacity to funnel all of this information. Information resources like the World Wide Web (WWW) and File Transfer Protocol (FTP) can seriously degrade network performance for the other systems sharing the same network components. It is crucial that the Command's network remain responsive to mission critical needs. In order for this to occur, guidelines and Command policy must be in place for effective management of the limited resources. This Order provides guidance to all Marine Corps Air Station Yuma users and administrators accessing the Internet on government owned computer equipment.

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Enforcement. This Order is punitive in nature. Violation of the prohibited activities listed below may result in administrative or disciplinary action, including but not limited to Non-Judicial Punishment or Court-Martial. Civilian employees may receive disciplinary actions via HRO or at the command level.

5. Access and Usage

a. Internet Connectivity. Connections to the Internet will only be established through official Marine Corps or Department of Defense (DOD) circuits. Connecting personal computers or laptops to the Air Station Local Area Network, Connecting modems to the Air Station's DSN of commercial lines, or accessing the Internet via commercial service providers without an authorized waiver from the Designated Approving Authority (DAA) of MCAS Yuma is prohibited as per reference (d). The DAA for MCAS Yuma is the Director, Communications, Data and Electronics Department (S-6) as appointed by the Commanding Officer.

b. Web Servers. The S-6 will coordinate the web server access, registration, and technical implementation for the Command. WWW servers internal to the Command's network will not be advertised on the Internet outside of the Marine Corps. Web page creation, implementation, and management must be coordinated with the Public Affairs Officer and the Station S-6 in accordance with reference (e).

c. Electronic Mail Services. The capability to send and receive electronic mail to Internet addresses is available to all users having a valid network E-mail account to use in accordance with reference (c). Use must support legitimate, mission related functions, and be consistent with operational requirements and security considerations. Use of electronic mail services to read, forward, or reply to files containing games, chain letters, classified material, illegal, obscene, pornographic material, or material that is not in support of the Air Station's mission in any form or format is strictly prohibited and will result in appropriate administrative disciplinary action.

d. Web Browsing and Data Transfers. The availability of Web browsers and FTP programs coupled with the access to files available on Internet sites, and other open anonymous information servers pose the greatest potential for adverse impacts on network performance. Access to these resources must be controlled in order to provide a responsive network. Access to or the downloading of files containing games, classified material, illegal, obscene, pornographic material, or material that is not in support of the Air Station's mission in any form or format is strictly prohibited and will result in appropriate administrative/disciplinary action. The Marine Corps' standard browser is the Microsoft Corporations Internet Explorer.

e. File Transfers. Downloading of large mission essential files should be limited to off-peak hours. Downloading during peak hours (i.e. 0730 - 1630) can adversely affect network performance. Further, the downloading of files with the extension .exe or .com will be directed to a floppy disk which will then be scanned using the DOD standard virus detection package prior to being uploaded to any other computer or disk drive. All files downloaded using Government Furnished Equipment or using a Government Communication Network are the property of the United States Government.

f. Users. All computer, LAN and Internet users employed by the government will be required to attend an annual Information Systems Security class approved by the S-6 Department, Marine Corps Air Station, Yuma. All users will sign an Information Systems Security (INFORSEC) Letter of Agreement acknowledging procedure for use of Government Computers, LAN, and Internet.

g. Classified Information. The processing of classified information will only be done on government owned systems provided specifically for that purpose. At no time will classified material be transmitted over the unclassified network.

h. Personally Owned Hardware and Software. The use of personal computers or software for government purposes aboard the Air Station to include computer peripherals, procured outside of the normal supply channels, is not authorized to be connected to, or loaded on, any government computer system without a specific written waiver from the Station Commanding Officer or S-6.

i. Network and Computer Connectivity. Use of government computer systems to access any commercial Internet Service Provider (ISP) is prohibited unless authorized by the Station Commanding Officer or S-6.

6. Action. All Internet access will be in accordance with the procedures identified in this document. The Information Systems Security Officer will periodically sample Internet traffic and report violations to S-6.

7. Applicability. This Order is applicable to all personnel, both military and civilian on board Marine Corps Air Station Yuma.



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